**UVA-FM HOT WORK PERMIT**

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE! MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

This Hot Work Permit is required for operations involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Cadwelding.

**INSTRUCTIONS**

1. Complete this form and turn it in to your supervisor and Fire Alarm and HVAC Shops as needed.
2. This form must be submitted 24 hours before work is started (except in emergency situations; see Appendix A of the Hot Work Safety Guide).

**HOT WORK BEING DONE BY:**

- UVA Employee
- Contractor ________________
- Phone # ____________________

**HOT WORK PROJECT:**

W.O. # __________________________

Submitted Date: ________________

Expected Start Date: ________ Time _________

Expected Stop Date: ___________________________

Location / Building / Floor

Nature of Job / Object

**AUTHORIZATION:**

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Name: ____________________________

Supervisor/ Responsible Party

Signature: ____________________________

Phone #: ____________________________

**HVAC TECHNICIAN (if applicable):**

Name: ____________________________

Phone: ____________________________

- HVAC systems evaluated and shutdown or modified as necessary.
  - Date / Time: ____________________ Initials________
  - Reactivated: Date/Time: ______________________

**FIRE ALARM TECHNICIAN (if applicable):**

Name: ____________________________

Phone #: ____________________________

- Fire Detection Disabled
  - Date / Time: ____________________ Initials________
  - Fire Detection Reactivated
  - Date / Time: ____________________ Initials________

**REQUIRED PRECAUTIONS CHECKLIST**

- Automatic Fire Detection has been disabled (A/N).
- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot work equipment is in good repair.

- Requirements within 10 m (35 feet) of work:
  - Flammable liquids, dust, lint, and oil deposits have been removed.
  - Explosive atmosphere in area has been eliminated
  - Floors have been swept clean.
  - Combustible floors have been wet down, covered with damp sand or fire-resistant sheets.
  - Other combustibles have been removed where possible. Otherwise protect with fire-resistant tarpaulins or metal sheets are in place.
  - All wall and floor openings are covered.
  - Fire-resistant tarpaulins are suspended beneath work.

- Work on walls or ceilings/enclosed equipment:
  - Construction is non-combustible and without combustible covering or insulation
  - Combustibles on other side of walls have been removed.
  - Danger exists by condition of heat into another area.
  - Enclosed equipment has been cleaned of all combustibles.
  - Containers have been purged of flammable liquids/vapors.

- Fire Watch / Hot Work area monitoring:
  - Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
    - Name: ____________________________
    - Phone #: ____________________________
  - Fire watch is supplied with suitable extinguishers
  - Fire watch is trained in use of this equipment and in sounding alarm.
  - Fire watch may be required for adjoining areas, above and below.
  - Monitor hot work area 60 minutes after job is completed.

**Other precautions taken:**

- Yes ☐/ No ☐ Confined space entry permit required?
- Yes ☐/ No ☐ Area protected with smoke or heat detection?
- Yes ☐/ No ☐ Ample ventilation to remove smoke/vapor from work area?
- Yes ☐/ No ☐ Lockout/tag-out required?